

BUENA VISTA CONFERENCE CENTER

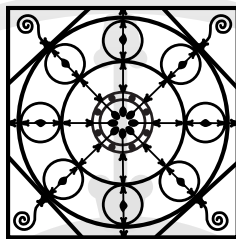
CORPORATE / PRIVATE ROOM FEES

MONDAY-FRIDAY 8:00 A.M. TO 4:30 P.M

<i>1st Floor</i>	BUCK LIBRARY	\$350.00
	DINING ROOM	\$225.00
<i>2nd Floor</i>	DUPONT ROOM	\$225.00
	DOUGLASS ROOM	\$150.00
	SALLY FISHER ROOM	\$50.00
	BREAK OUT ROOMS CLAYTON STUDY COLEMAN STUDY MIDDLETON STUDY	\$80.00 PER ROOM
	HOUSE AND GROUNDS	\$600.00

WEEKEND / EVENING RATES

HOUSE ONLY	\$600.00
STAFF FEE	\$20.00/HR
HOUSE AND GROUNDS	\$800.00
STAFF FEE	\$20.00/HR



Buena Vista

Meetings | Conferences | Events

BUENA VISTA CONFERENCE CENTER USE AGREEMENT

Buena Vista is a treasured piece of Delaware history. Guests are encouraged to explore the home and enjoy the grounds while visiting this site. Guidelines have been established to respect the integrity of the historic property and its superior museum collection, but also to ensure a successful event for our guests. *We look forward to accommodating your event at our very special venue!*

Reservations

- Reservations may be made by calling the Business Office at (302) 323-4430.
- A reservation packet will be sent upon request.
- A signed Use Agreement must be received by the Business Office within a week after the reservation has been confirmed.
- Reservations are guaranteed, except when a reserved room is unavailable due to necessary repairs or other extreme circumstances.
- Please refer to the rate schedule for individual fees.
- Payment is due 30 days from the date of the event.

This signed use agreement and any payments may be mailed to:
Buena Vista, 661 S. DuPont Highway, New Castle, DE 19720

Cancellations

- Any cancellations must be made by contacting the Business Office at (302) 323-4430.
- All cancellations for meetings/events must be received no later than 48 hours prior to the event. We reserve the right to charge the agreed upon fees for all services rendered if the reserving party fails to give proper notice.
- Weather conditions are the one exception to the above cancellation policy; in the event of inclement weather, State of Delaware guidelines for closure will be followed.

Event Requirements

- Use of Buena Vista by political organizations or committees, or for the purpose of political fundraising, is prohibited.
- Executive Order 71 prohibits smoking in state conference centers. Designated outside smoking areas are provided.
- Pets are not permitted on the grounds or in Buena Vista, but service animals are welcome.
- Parking is provided for conference center guests. Vehicles are not permitted to drive or park on the grounds or brick walkways. All guests must vacate the property at the conclusion of an event, and vehicles are not permitted to remain after hours.
- Posting on surfaces other than easels, cork board, or mark-and-wipe boards is prohibited. This includes Post-It Easel Paper.
- We do not permit the decoration of the interior or exterior of the building. Flower arrangements or centerpieces are welcomed for any event and are the responsibility of the user.
- Users are responsible for clean-up and removal of trash and equipment brought onto the property for an event. The property must be left in “as found” condition; failure to do so will result in an additional \$100.00 charge for cleanup.

Caterer requirements

- Caterers must have a business license and provide proof of insurance.
- An onsite meeting is required with the Caterer and a representative from the Conference Center prior to an event. Appointments are necessary for the meetings and must be made no later than two weeks prior to an event.
- The Caterer is responsible for dispensing any alcohol and must meet all Delaware ABCC rules/regulations.
- Delaware law prohibits the consumption of alcohol by anyone under the age of 21. Guests who are not of legal drinking age or any guest who appears intoxicated will be refused alcohol beverages. The Caterer is liable for the safety of all guests.
- Caterers are responsible for clean-up and removal of trash and equipment brought onto the property as needed for the event. The dishwashing area, sinks, counters and floors must be left in a clean and workable condition.
- The property must be left in “as found” condition; failure to do so will result in an additional \$100.00 charge for cleanup up.

Kitchen Facilities

- Prior permission must be obtained for use of any kitchen items, glassware, dishware, cooking utensils or linens found on site. All items used must be cleaned and properly stored.
- All trash receptacles throughout the building and in the kitchen area must be emptied at the conclusion of the event and all trash removed from the site.
- Buena Vista is committed to preserving the environment and to pursuing “Green” practices. We encourage the recycling of all glass, plastic and cardboard materials. A recycling bin is conveniently located at the south end of the parking area for caterers’ use.
- Arrangements must be made in advance for the delivery/pickup of equipment needed for the event. The conference center is not responsible for any food/product stored in refrigeration prior to an event. We request that any equipment brought in for an event be picked up promptly.

Music

- Musical instruments and equipment may be delivered to the facility on the day of the scheduled event.
- Loading and unloading is limited to a specific loading zone; please check with the Business Office in advance. Vehicles must be removed to the parking lot once delivery is made.

Payment

- Fees may be paid with a Visa, Master Card, or Discover Credit Card.

After completing and signing this Use Agreement, please fax it to (302) 323-4407.



A reservation will be considered confirmed upon receipt of completed and signed User Agreement.

Date of Event_____

Organization/Individual Hosting Event_____

Name of Person Responsible for Payment_____

Phone #_____ Fax#_____ Email_____

Caterer (if applicable) _____

I have read and agree to the terms and conditions of this contract. (Sign & date)

